



Australian Society of Indexers **NEWSLETTER**

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Editorial

In this issue George Levick presents the President's Report for 1995, Joyce Gillespie presents the Treasurer's Report for 1995, John Simkin reviews Indexes in Australian Libraries and Order out of Chaos as well as writing to the Editor about research into the history of indexing in Australia.

There is news of the constitutional changes passed at the recent AGM, the change of national committee office bearers and members, the Victorian Branch's May to June indexing course and a press release on a new newsletter for law indexers. Garry Cousins submits his Cindex Tip on typographical anomalies and Michael Wyatt's tip on proofreading, and Barbara Edwards contributes her verse on indexing.

This is my last issue as Editor of the *Newsletter*. The past twelve months have been a wonderful opportunity for me of learning more about indexing and indexers. My thanks go to all who have contributed to the *Newsletter* for you have largely been responsible for making it what it is.

A special thank you is extended to the silent partners of the *Newsletter*, Ian Odgers, for his computer printouts and

wealth of support and advice generously and patiently given at all times, and to Joyce Gillespie, for her tirelessness, reliability, professionalism and availability in folding and distributing the *Newsletter* to members.

A warm welcome is extended to the new Editor, Dwight Walker, who is already well known to *Newsletter* readers for his enthusiasm and expertise in new indexing technologies.

I look forward to reading subsequent issues.

Ann Philpott
Editor

Proposed Amendments to the Constitution Prepared by Joyce Gillespie

These proposed amendments were discussed and approved at the National/Victorian Branch Committee Meeting on 28 February 1996 (moved by John Simkin, seconded by Sandra Whitbourn, passed unanimously), and passed unanimously at the AGM on 27 March 1996.

1. To Clause 3: **Membership**

1. to add as Sub-clause c) **Student Members** A student shall be admitted to the Society upon completion of an "Application for Membership" form and payment of the student subscription fee applicable at the time.

2. upon acceptance of the inclusion of the above Sub-clause to re-number the subsequent Sub-clauses from c), d) and e) to Sub-clauses d), e) and f).

3. a) to delete from re-numbered Sub-clause d) **Honorary Life Membership** "or other persons"

b) to insert after Guidelines "Refer Appendix A)"

2. To Clause 5: **Subscriptions**

1. to add to Sub-clause e) "but may, upon payment of such re-joining fee

as the Committee may from time to time determine, be re-instated to membership of the Society."

3. To Clause 6: **Officers of the Society**

1. to add ex-officio: the Presidents of Branches

4. To Clause 9: **Powers of the Committee**

1. to add to Sub-clause d) "eg a Membership Officer"

2. to add to Sub-clause f) "refer Appendix B)"

5. To Clause 11: **Branches**

1. to amend Sub-clause a) (i) from 20 members to 10 members

2. to amend Sub-clause b) (iii) from Chairman to President

3. to delete Sub-clause b) (iv) and replace with "be dissolved should membership fall below 10 members and all property and funds will be vested in the Society"

Appendix A

Guidelines for Criteria for the Nomination of Candidates for Honorary Life Membership

1. A person shall have at least 10 years' membership of the Society

2. As evidence of outstanding service shall be

- i) Committee membership
- ii) Service as an office bearer
- iii) details of contribution to indexing and/or the Society

3. No more than two nominations shall be presented in any one year.

Appendix B

Guidelines for Election of an Honorary Life Member

1. Nominations, accompanied by an outline of the case supporting Life Membership, shall be submitted to the Committee of the Society by a nominator and a seconder.

2. The case may be supported by testimonials if considered appropriate.

3. Upon acceptance by a two thirds majority decision of the Committee that the nominee has contributed outstanding service, such nomination shall be presented to the next Annual General Meeting, for voting by members, where a two thirds majority shall apply.

President's Report

I have pleasure in presenting the Annual Report of the President of the Australian Society of Indexers for the 1995 year.

The **membership** of the Society declined by a net 4 members in the 1995 calendar year. The net figure represents a significant turnover. In fact, we gained 41 new or rejoined members. Of the 45 losses, 31 did not renew their subscriptions, and 14 actually resigned, in most cases indicating that they were no longer involved in indexing.

Distribution of members at 31 December 1995 with comparison as at 31 December 1994

Place of membership	1994	1995
ACT	34	34
NSW	53	55
NT	3	2
Qld	9	12
SA	10	10
Tas	3	2
Vic	81	77
WA	6	6
NZ	4	3
Other Overseas	2	0
TOTAL	205	201

The *Newsletter* received 10 subscriptions, 6 Australian and 4 overseas. Complimentary and exchange copies went to 15 Australian and 8 overseas organisations.

Subscriptions to *The Indexer*, which continues to be made available by the Society of Indexers at a generous discount, numbered 104, compared to 96 in 1994.

As always, the *Newsletter* has been our primary means of communication, and we hope stimulation, particularly for those who feel remote from central activities. The Committee has again been very pleased with the regularity of the *Newsletter* this year, and our sincere thanks go to Ann Philpott for her services as Editor.

A highlight of the year since we last met at the International Conference in Marysville in April, has been, of course, the publication of the *Proceedings* of the Conference, and once again, on behalf of the Committee, I have to thank and congratulate Max McMaster and Margaret Findlay for the quality of their work.

Another highlight of the year has been the increasing participation in national affairs from our Branches, particularly the New South Wales Branch. Much of this is symbolised by the joint NSW-ACT Conference to be held at Robertson on April 20-21, which will include the dinner for the presentation of the AusSI medal for 1995. The process of awarding the 1995 Medal was undertaken by the NSW Branch Committee. We wish both Branches every success for the Conference.

My thanks to my Committee, individually and collectively, and the office-holders in the ACT and NSW Branches for their support and enthusiasm. Many more items have arisen for discussion and action than I have had time to mention individually here, but on reflection they add up to a healthy and forward-looking Society.

George Levick

New, Rejoined and Recently Registered Members

The Society welcomes the following new members:

Mrs M. Findlay, Hawthorn, Vic.
Ms V. Johnson, Rivett, ACT
Ms M. Thompson, Alice Springs, NT

and the following rejoined member:

Ms G. Simos, Parkville, Vic.

and the following recently registered members:

Mr James Anderson, Toorak, Vic.
Ms Cecelia Clarke, Greenwich, NSW
Mr Roger Frey, West Perth, WA

Election of 1996 National/Victorian Committee

The following, whose nominations were unopposed, were elected for the 1996 National/Victorian Committee:

President	John Simkin
Vice President	Max McMaster
Secretary	Ian Odgers
Minutes Secretary	Sandra Whitbourn
Treasurer	Joyce Gillespie
Committee	Margaret Findlay George Levick Josephine McGovern Ann Philpott Michael Ramsden
Ex Officio Chairman, Panel of Assessors	Max McMaster
Ex Officio Editor of the <i>Newsletter</i>	Dwight Walker

Book Reviews

Indexes in Australian Libraries: A Towards Federation 2001 survey, by Margaret Henty and Rachel Jakimow. Canberra, National Library of Australia, 1995 (Available from Sales and Distribution, National Library of Australia, Canberra ACT 2600. \$15.00 ISBN: 0 642 10657 6)

Order out of Chaos: National priorities for bibliographical projects. Papers ..., edited by Gordon Abbott, Ray Choate and Elizabeth Lee. Adelaide, Barr Smith Press, 1995 (Available from Barr Smith Press, University of Adelaide. \$10.00 ISBN: 0 86396 266 1)

The Conference, Towards Federation 2001, held in Canberra in March 1992 produced a number of resolutions on bibliographical control of 'Australia's recorded documentary heritage'. The Working Group on High Priority Cross-Sectoral Projects was 'to determine whether and by what means existing in-house indexing of Australian newspapers and journals by State/Territory Libraries,

Parliamentary libraries and local/regional libraries may be more effectively integrated to provide better national access and improved cost-benefit of operation'. *Indexes in Australian Libraries* records the results of the survey made by the Working Group in 1993.

261 indexes are recorded, divided into two groups - newspaper and journal indexes, 46 ongoing and 85 closed - and general materials indexes - 68 ongoing and 62 closed. The report provides information about the form, size, subject coverage and availability of each index. An appendix lists another 34 indexes identified by Professor John Barnes with some overlap between this and the main list.

In the introduction there are four items which indicate 'future directions':

- the identification of indexes published by the journals themselves
- the integration of existing databases to provide better national access
- the development of an Australian thesaurus
- the design and execution of future indexing projects for optimum shared access.

It is not clear whether any institution has been allocated the responsibility for keeping the database of indexes, existing and in progress, up-to-date nor which institution is to take responsibility for the 'future directions'. However for the present this book forms a useful directory which will make it possible to get better value out of the work that has gone into the indexes listed.

The second work, *Order out of Chaos*, is the transcript of papers from the 1993 Conference of the Bibliographical Society of Australia and New Zealand. Influenced by the Towards Federation 2001 discussions the Society went beyond its usual concerns to include several papers on indexing. In this, both bibliographies and indexes were viewed as necessary to the bibliographical control of Australia's heritage.

The considerations were treated under three broad headings:

- Defining chaos
- Circumventing chaos

- Re-ordering chaos.

Under the first heading Elizabeth Lee outlines the problems involved in undertaking research in Australia caused by lack of the tools for effective access to the often scattered and limited resources as well as by the financial problems associated with creating the tools.

Under the second heading papers by Professor John Barnes of La Trobe University and Associate Professor Paul Eggert of the Australian Defence Force Academy consider the value of co-operative indexing, especially of literary periodicals. Paul Eggert relates his discourse to the AUSTLIT database with which he is associated. Victor Crittenden's paper gives an account of his work in indexing the Atlas and the creation of a thesaurus suitable for indexing material from its time - 1844-1848. Margaret Henty who carried out the survey described above, gave a progress report on her work to that point and the commitment of the National Library to carry out responsibilities arising from the Towards Federation 2001 discussions.

Under the third heading are listed the recommendations from the Conference including:

- a thesaurus of nineteenth-century Australian terminology
- an index of advertisements in newspapers and journals
- the establishment of accepted guidelines and priorities for indexing
- the establishment of a group to coordinate collaboration and cooperation across the academic and library arenas in the provision of indexing and bibliographical projects.

Also under the third heading and in the two appendices are listed the activities already in progress and the names of the contact persons for each.

Finally, since Elizabeth Lee, one of the editors of the papers, has a particular interest in a form of automatic indexing, she has provided an index using this method. The preamble and first page of this index is reproduced on the next page for members who may wish to assess its effectiveness.

John E Simkin

INDEX

'To find a form that accommodates the mess, that is the task of the [indexer] now'
Samuel Beckett

The following is an experiment in bringing 'order out of chaos' in the service of indexing and bibliography and - in the longer term - researchers...

Utility rather than art is the hallmark of this finding aid to 'useful' information, including personal and project names, committees, institutions and associations, and selected subjects. Entries are grouped under broad topics such as 'indexing', 'bibliography', 'contact addresses', 'projects', 'newspapers and journals', 'services and associated groups', and the names of institutions and states. Duplicate entries are provided under specific topics where these may merit further sub-division such as 'categories of material', 'surveys' and 'standardization'. Details which may be of use to future researchers, such as mention of unpublished indexing files compiled or located by colleagues, are indexed. E.L.

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Letter to the Editor

Dear Editor,

I am interested to know whether any member has heard of any research into the history of indexing in Australia. My curiosity has been stimulated by reading of the progress of the HOBA (History of the Book in Australia) project.

This project is designed to produce a collaborative history to be published in three volumes in 2001. The three volumes are to be divided by period: to 1890, 1891-1945, and from 1946. Other volumes under consideration are a dictionary of the book in Australia and a historical dictionary of newspapers and journals in Australia.

The first HOBA Conference was held in Melbourne in November 1994. A second Conference is planned for 9-11 August 1996 in Sydney, concentrating on the 1891-1945 period. Local groups of HOBA, at present active in Melbourne and Canberra, are responsible for programmes of seminars with topics such as 'Publishing and Book Selling after 1945', convened by John Curtain of RMIT (22 April), and 'Newspapers', convened by Elizabeth Morrison of Monash University (24 June).

I am not sure whether the resources for compiling a history of indexing in Australia exist. Some of them may be found in publishers' archives but many indexes are uncredited and many are compiled by authors whose records no longer exist. Even so, it may be that patient research can find enough to produce a worthwhile thesis. Is there anyone who is interested in taking on the job?

John E. Simkin
7 March 1996

Vic. Branch Introduction to Book Indexing Course

A short introductory course to book indexing will be run over six successive Wednesday evenings from 6.00 pm to 9.00 pm from 8 May to 12 June 1996. The cost inclusive of materials and



THE UNIVERSITY OF
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SCHOOL OF INFORMATION, LIBRARY
AND ARCHIVE STUDIES

Indexing Courses

The School of Information, Library and Archive Studies Continuing Education Program will be offering a range of indexing courses during 1996.

Introduction to Book Indexing

May 22, 29, June 5 (\$325)*
3 day workshop (3 consecutive weeks)

September 4 - October 16, 1996
Evenings 6 - 9pm (6 weeks)

Computer-aided Indexing

1 day workshop
June 12 (\$195)*

*Enrolment in both courses is \$465.

Indexing & Abstracting for Databases

1 day workshop

August 21, 1996 (\$195)

Thesaurus Construction

1 day workshop

August 28, 1996 (\$195)

Indexing Photographs

Half day workshop

Date to be announced (\$125)**

Indexing Moving Images

Half day workshop

Date to be announced (\$125)**

**Enrolment in both courses is \$225.

For further information contact:
Maureen Henninger
Tel (02) 385-3589 Fax (02) 385-3430
Email: M.Henninger@unsw.edu.au

refreshments is \$250 per participant (\$225 for AusSI, Society of Editors, and Australian Society of Technical Communicators members).

For further information, contact:
Mary Long (03) 9286 9125

For an application form, contact:
Ian Odgers (03) 9398 4988
email igo@interconnect.com.au
Australian Society of Indexers
GPO Box 1251
Melbourne 3001

Beware the Bored Researcher!

Your report is
impressive -
if facts can be
found
in a second while
interest
is flexing -

but with facts hard to
find
you may lose a keen
mind...

So remember! you do need
"INDEXING!"

Barbara M. Edwards

**Next Newsletter deadline:
Wednesday 1 May 1996**

**Contributions and letters to the
Editor are always welcome**

Floppy disks are preferred for
advertisements and articles.

Acceptable formats:

Disks

DOS 3 1/2 and 5 1/4 inch disks
MACINTOSH 3 1/2 inch high dens. disks

Files

Pagemaker 4
WordPerfect 5.1 or below
MS Word 2 or below
AmiPro, Rich Text Format, ASCII Text
Spreadsheets Graphics Ads
Excel TIFF EPS

Lotus

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DATA CONVERSION for CINDEX and MACREX

 users 

If you use CINDEX or MACREX for your indexing, and need to revise a previous index that exists only as a text file in a word-processing format like Word or WordPerfect, you can now have that text file converted into records which can be imported directly into CINDEX or MACREX.

Or if you are cumulating indexes, you can have your old indexes in word-processing formats converted into DAT files (for CINDEX) or MBK files (for MACREX), and then merge them easily in CINDEX or MACREX.

Most popular word processing formats can be converted: WordPerfect, MS Word, RTF files, WordStar, and plain ASCII files. Rates are \$35 per hour and a quotation is provided before conversion. For more details contact:

Garry Cousins
2/27 Whatmore Street, Waverton NSW 2060
Telephone/fax (02) 9955 1525

AUSTRALIAN SOCIETY OF INDEXERS

STATEMENT OF INCOME AND EXPENDITURE

JANUARY - DECEMBER 1995

<u>Expenditure</u>		<u>Income</u>	
Memberships - ACHLIS	125.00	Memberships - 1995	7,110.00
- Nat. Book Cncl.	75.00	- 1996	150.00
The Indexer	2,481.12	The Indexer - 1995	2,775.00
Newsletter	3,805.79	- 1996	168.00
Bank/Govt. charges	39.62	Newsletter - 1995	
GPO Box rental	115.00	- Subscriptions	320.00
Hon. Sec. & Hon. Treas.		- Advertisements	360.00
Incidentals & expenses	299.24	- Index	25.00
Liability Insurance	704.00	Newsletter - 1996	65.00
Stationery	12.75	Registration fees	365.00
ACT Branch per capita grant	160.00	Indexers Available	40.00
NSW Branch per capita grants		O/paid sub. & cancelled	
1994 & 1995	410.00	cheque	45.00
International Conf. expenses	245.75	Interest	
Medal	22.90	Bank account	48.46
World Wide Web page	230.00	Bank of Melbourne	
Indexers Available	21.85	- Fixed Term (1)	195.36
Registration expenses	151.60	- Fixed Term (2)	387.91
O/paid sub. refund	40.00		-----
	-----		\$ 12,054.73
	8,939.62		=====
Operating Surplus	3,115.11		

	\$ 12,054.73		
	=====		

ASSETS as at 31 December 1995

Cash in Bank	1,023.38
Bank of Melbourne	
- Fixed Term (1)	2,278.07
- Fixed Term (2)	5,466.64

	\$ 8,768.09
	=====

BALANCE SHEET AS AT 31 DECEMBER 1995

Cash in Bank at 1 Jan. 1995	491.54
Bank of Melbourne	
- Fixed Term (1)	2,082.71
- Fixed Term (2)	3,078.73

ASSETS at 1 Jan. 1995	5,652.98
<u>Plus</u> Income	11,671.73
Prepayments	383.00

	17,707.71
<u>Less</u> Expenditure	8,939.62

ASSETS at 31 Dec. 1995	\$ 8,768.09
	=====

PRESS RELEASE

Brief Entry

A Newsletter for Law indexers

Specialist indexers tend to be found in ones and twos, geographically scattered throughout their countries. While law indexers within a particular jurisdiction may be able to get together occasionally at general indexing conferences, there is little chance of their being able to hold meetings on other occasions. Therefore, the circulation of a newsletter is the best way for law indexers to keep in touch with each other.

But why should togetherness be confined to any single jurisdiction? There are, of course, many differences in the details of legal publishing around the English-speaking world, but also many similarities. The editorial team for *Brief Entry* therefore includes representatives from several jurisdictions:

United Kingdom	Elizabeth Moys (editor-in-chief)
Australia	Garry Cousins
United States	Kate Mertes

We hope a Canadian representative will also join the editorial team soon. The first issue, due in April 1996, will include two short articles: one from a new indexer, who has been working in law offices as a member of the Society of Trust and Estate Practitioners; the other is the first part of an open letter to aspiring lawyers/indexers, containing firm advice to undertake a course of training in indexing. There is also a semi-comic piece from a well-known barrister-indexer about his experiences with a rather unconventional Swiss professor and the index he commissioned, and a letter on the problem of whether to use the singular or plural in the main headings of law indexes.

The newsletter is emphatically not intended to be a forum for complaints against publishers (though some might be acceptable). Publishers are invited to join in and make their own contributions to the discussions, as are lawyers, law teachers and librarians.

Brief Entry aims to publish twice a year, in the autumn and spring. The first issue will be distributed gratis, and subsequent issues will be available for \$7.50 each (annual subscription \$15.00), mainly to cover production and mailing costs.

Available from: Garry Cousins
2/27 Whatmore Street
Waverton NSW 2060
Tel/fax (02) 9955 1525

CINDEX Tip N° 11

Typographical anomalies and proofreading

Avoiding unwanted italicisation

By default CINDEX normally italicises words which form part of a cross reference like *see* and *also* (this is the Auto style option on the SET FORMAT menu in version 6). But if the word appears in an entry but is not part of a cross-reference (e.g. see of Canterbury), the word "see" will still print in italics instead of plain type. To avoid this happening, surround the space following the word with angle brackets: see < > of Canterbury. The word "see" will now print normally.

Proofreading (this tip from Michael Wyatt)

I am one of those fortunate people who, having highlighted copy for index entries, never change my mind until the proofing or editing stage. So it is always easiest for me to proofread the index from a printout that is the same order as the entries highlighted in the copy, namely in record number order. I also find that it takes a lot less space and makes the printout easier to read if each entry is on a single line. For editing the index, the entries need to be sorted, and it is desirable for the record numbers to be accessible for easy updating. And the final read-through and client's copy needs to be fully formatted.

So that I can switch easily among the three views, I have set three function keys (with SET KEYS) and labelled them:

First draft: VIEW/NDSORT/UNFORM;
Second draft: VIEW/SORT/DRAFT;
Final draft: VIEW/SORT/FORM;

If you have a tip for other CINDEX users, or a problem, write to the Newsletter or contact Garry Cousins Phone/fax (02) 9955 1525

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